

WELCOME TO THE HALIBURTON SCHOOL OF ART + DESIGN

We're looking forward to having you with us in the inspirational Haliburton Highlands. The following details will assist you with your preparations.

Locations:

Saturday workshops are held at the Fleming Campus, 297 College Drive, unless otherwise indicated on your material list. Specific room locations for all workshops will be emailed to you prior to course start, as well as posted at the main entrances of Fleming Campus. It's a small campus and very easy to find rooms. Please see the map included here.

Hours:

Your classes will run from 9:00am to 5:00pm on Saturday, with an hour midday break.

Food and Beverages:

Please be aware that there is no food service on Saturdays. There are vending machines with drinks and limited snacks. We encourage you to bring food in a personal cooler bag.

Accommodation:

Browse options at [Places4Students](#) – search “Fleming College – Haliburton” and then click Property Listings. Additional accommodation information is available through the [Haliburton Highlands Tourism department](#) which can also be reached at 1-800-461-7677. We recommend that you inquire about cancellation policies. In our experience, the hosts are very co-operative but it's best to clarify to avoid a situation where you lose your accommodation fees if we or you need to cancel your course.

Materials you need to bring:

Where applicable, a list of materials necessary for your workshop(s) is enclosed. Materials will not be available for purchase on site – we suggest you bring everything with you. *Please feel free to check the status of your course if you are concerned about investing in materials.* There are some art supplies available at local retail outlets.

Course Cancellations:

All courses and workshops are subject to cancellation in the event of insufficient registration or public health directives. Should your workshop be cancelled due to insufficient registration, you will be notified 2 weeks in advance of start. Please ensure that we have multiple means of reaching you. Assume that your workshop is running as scheduled unless you hear otherwise. You are eligible for a full refund of fees or the option of transferring to another offering within the current HSAD schedule (pending space availability) if the college cancels a course.

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A Friendly Reminder Regarding Our Refund Policy:

- Workshops are non-transferable.

If You Cancel: All notifications of cancellation must be received in writing. If you cancel any time up to 14 days prior to course start, you will receive a full refund less a \$25 administrative fee. If you cancel later than 14 days prior to course start, there is no refund of fees. This policy applies in all circumstances due to our commitment to students and instructors two weeks prior to course start. Should you be able to attend a different course within the current HSAD brochure we would be happy to attempt to accommodate you, pending space availability. Our fax number is (705) 457-2255 and is available 24 hours/day 7 days/week. Notification is also welcomed electronically at askus@hsad.ca.

Please don't hesitate to contact us if you have any questions or concerns. I'm confident your time with us will be inspiring, challenging, and rewarding.

Regards,

Gail Woodard

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www.facebook.com/flemingHSAD



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(Please proceed to next page.)

MATERIAL LIST

CHAIN BRACELET WORKSHOP

ARTS1677

Instructor: Susan Watson Ellis

**Mandatory Studio Safety Practices apply – Reference the attached
NO OPEN TOE OR HEEL SHOES IN CLASSROOM/STUDIOS**

Please check the status of your course before purchasing your materials.

There will be a material fee of approximately \$60 payable to the instructor, if purchasing silver. This fee will cover sterling silver wire and findings to make one chain bracelet.

Please bring:

- The beginner student may wish to share tools with the instructor.

Optional

- Students can bring their own materials instead of paying the material fee.
- 10' of 1mm round sterling silver wire
- 1 sterling lobster clasp
- Close up glasses for individuals who have a hard time seeing small things

Please Note: Food service is unavailable

**Workshop Hours
Saturday 9:00am – 5:00pm**

This course will be held at the Haliburton Campus, Fleming College

AN ART SUPPLIER WILL NOT BE ON CAMPUS

Please ensure that you are aware of our refund policy as outlined in our brochure.

Mandatory Studio Safety Practices

Your health and safety is our priority. Our studio environments can have a number of objects, tools and chemicals that require personal protective equipment (PPE) or other consideration for your wellbeing. All persons (including faculty, staff and students) are asked to observe the following while in the shops and studios:

- ✓ **Wear sturdy and appropriate shoes such as sneakers, closed leather shoes or work boots – *open-toed shoes, flip-flops or high heels are not allowed***
- ✓ **No long, dangling clothing or accessories** (scarves, flowing sleeves, chains, long necklaces, etc.)
- ✓ **Long hair must be tied back**
- ✓ **No bare skin if exposure to chemical or tools/machinery is likely**
- ✓ **Appropriate PPE is mandatory when operating tools and equipment within the studios.** Please consult with the faculty or studio technician to determine the appropriate PPE required for specific machines and studio processes.

Fit tests are required for courses requiring a respirator as noted on your material list. Arrangements will be made on site.

As these are mandatory safety practices, we will follow up directly with students who may have oversighted the above. Individuals may be asked to address any concerns before continuing to work in the studio.

Be sure to buy appropriate, good quality safety articles and equipment i.e. safety boots, protective eyewear, hearing protection, work gloves, x-acto knives, etc. – ask your supplier for advice.

Your cooperation is appreciated.

HALIBURTON



35 Kin s Hi hway
2 Coun y oa
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0 Priva e oa

H Hospital
D Dentist
F Fire Department
M Municipal Office
P Post Office
L Library
★ Fleming College Locations
S Sustainable Building Site
S School
MNR MNR
B Bus Stop
\$ Bank
G Grocery Store
D Drug Store
L Liquor Store
B Beer Store
★ Points of Interest
I Information
P Public Swimming
B Boat Launch
P Picnic Area
C Cross Country Skiing
H Hiking



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